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REQUEST FOR PROPOSALS

ACTUARIAL & CONSULTING SERVICES

RFP 6-090917

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LIST OF ACRONYMS

MHTC	Missouri Highways and Transportation Commission
MoDOT	Missouri Department of Transportation
RFP	Request for Proposals
SIP	Self Insurance Plan

INTRODUCTION

This Request For Proposals (**RFP**) seeks proposals from qualified organizations (**Offeror**) to furnish the described services to the Missouri Highways and Transportation Commission (**MHTC**). One (1) original and five (5) copies of each proposal must be mailed in a sealed envelope to Ms. Leann Kottwitz, Missouri Department of Transportation, Post Office Box 270, Jefferson City, Missouri 65102, or hand-delivered in a sealed envelope to the General Services Procurement Office in the Highway and Transportation Building at 830 MoDOT Drive, Jefferson City, Missouri 65109. Proposals must be returned to the offices of General Services Procurement no later than 2:00 p.m., September 17, 2009.

MHTC reserves the right to reject any and all bids for any reason whatsoever. Time is of the essence for responding to the RFP within the submission deadlines.

PROPOSAL

(1) The Offeror shall provide a fee proposal to MHTC on the **PRICE PAGE** in accordance with the terms of this RFP.

(2) The Offeror agrees to provide the services at the fees quoted, under the terms of this RFP.

Authorized Signature of Offeror: _____

Date of Proposal: _____

Printed or Typed Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Electronic Mail Address: _____

**SECTION (1):
GENERAL DESCRIPTION AND BACKGROUND**

(A) Request for Proposal: This document constitutes a RFP from qualified organizations to provide actuarial and consulting services to MHTC and the Missouri Department of Transportation (**MoDOT**).

(B) Background:

- a. MHTC provides a workers' compensation, fleet liability and general liability self-insurance plan for MoDOT and workers' compensation for Missouri State Highway Patrol (MSHP), herinafter referred to as "SIP".
 - i. From January 1, 1987 through December 31, 1989, Rollins Burdick Hunter, Inc., of St. Louis performed claims administration services for the SIP. Effective January 1, 1990, Alexis, Inc. performed claims administration services for the workers' compensation program. MoDOT personnel perform vehicle liability and general liability services "in house". Department personnel have performed Workers' Compensation claims administration services since January 1, 1995.
- b. In accordance with Section 104.270 RSMo. 1994, the MHTC, acting through the MoDOT and MSHP Medical and Life Insurance Plan Board of Trustees, herinafter referred to as "Board", provides a medical and prescription drug benefit program to members of the MoDOT and MSHP Employees' Retirement System (MPERS), their dependents and others. This benefit program, the MoDOT and MSHP Medical and Life Insurance Plan, hereinafter referred to as "Plan", is a self-insured medical plan and fully insured life insurance plan. A copy of the current plan document is available at www.modot.gov/newsandinfo/benefits.htm.
 - i. The approximate number of subscribers is 13,924 with an approximate total number of lives of 28,853 currently enrolled in the medical and prescription drug benefit program.
 - ii. GHP a Coventry Plan currently provides administrative services for the medical benefit program while other vendors are contracted with for administration of prescription drug benefits and disease management etc..

(C) Fiscal Year: The fiscal year runs from July 1-June 30.

(D) Contract Period: The contract period shall be January 1, 2010 through December 31, 2013.

(E) Renewals/Extensions: In the event that the Board executes its option to renew the

contract for two (2) additional one year periods pursuant to the applicable provisions in Part Three of this document, the offeror should provide below the maximum percentage of increase or minimum percentages of decrease for each renewal period. The offeror is cautioned that the percentages shall be computed against the **First Year** contract price for each renewal period. If the following blanks are not complete, prices during renewal periods shall be the same during the original contract period. Furthermore, the offeror is advised that the Board does not automatically grant increases at the time of renewing the contract and that if an increase is requested, documentation of need must be provided at the time of renewal.

- (F) **Clarification of Requirements:** Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to Leann Kottwitz, Missouri Department of Transportation, P. O. Box 270, Jefferson City, Missouri, 65102, (573) 751-3685 (phone) or Leann.Kottwitz@modot.mo.gov (Email.) All written questions must be addressed to Leann Kottwitz no later than **10:00 a.m., Local Time, August 27, 2009**. Once all the questions are gathered, MoDOT will issue an addendum and post the responses to all questions on-line for vendors to retrieve. Responses to the questions will be posted on MoDOT's website at: http://www.modot.mo.gov/business/contractor_resources/gs_bidding/Cocommodities.htm in the form of a written addendum. **It is anticipated this addendum will be issued on September 3, 2009.** It is the sole responsibility for all Offerors to check the website for any and all addendums throughout the procurement process.

- (G) **RFP Schedule Of Events:** The following RFP Schedule of Events represents MoDOT's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 7:00 am and 4:00 pm, Local Time.

MoDOT reserves the right at its sole discretion to expand this schedule, as it deems necessary, without any notification except for the deadline date for submitting a bid.

Event	Date	Time
MoDOT Issues RFP	August 12, 2009	2:00 p.m.
Deadline for Written Comments	August 27, 2009	10:00 a.m.
Deadline for MoDOT Issuing Responses to Written Comments	September 3, 2009	2:00 p.m.
Deadline for Submitting a Proposal	September 17, 2009	2:00 p.m.
Recommendation of Award	October 7, 2009	2:00 p.m.
Contract Effective Date	January 1, 2010	2:00 p.m.

**SECTION (2):
SCOPE OF WORK**

(A) **Services:** The Offeror shall provide the following professional services:

- a. Annual actuarial valuation for the SIP.
- b. Annual and semi-annual actuarial valuations for the Plan.
- c. GASB 45 post-employment actuarial review (upon request, priced separately) for the Plan.
- d. Perform other consultant services as requested.

(B) **Specific Requirements:** The Offeror will provide to the General Services Procurement Unit one (1) original and (5) five copies of a program proposal which will include the following:

a. SIP Requirements:

- i. Determination of appropriate annual funding levels for workers' compensation, fleet vehicle liability, and general liability claims.
- ii. Determine the cost allocation of losses by operating unit, known as "insurance charge back", for the Districts and Central Office. Such allocation to be based on three previous years experience.
- iii. Determination of the actuarial reserve requirements.
- iv. Evaluation of claim experience relative to funding levels.
- v. Recommendation of changes in funding levels.
- vi. Projection of claims expenses.

b. **Plan Requirements:** The Offeror shall present any reports to the Board at a meeting. The Offeror will provide to the Board fourteen (14) copies of an annual and semi-annual actuarial valuation of the contingent liabilities of the Plan, which will include the following:

- i. Determination of the actuarial reserve requirements.
- ii. Evaluation of claim experience relative to contributions in all enrollment categories.

- iii. Recommendation of changes in employee and dependent contribution rates.
 - iv. Projection of claims and expenses.
 - v. Recommendation of benefit revisions and estimation of effect on contribution rates.
- c. The annual calendar year valuation for the SIP will be delivered no later than April 1 of the following year unless an extension is granted in writing by Risk and Benefits Management.
- d. The annual calendar year valuation for the Plan will be delivered within eight (8) weeks of the end of the calendar year. A rate-setting (semi-annual) valuation for the Plan will be required within the five (5) weeks of the end of May each calendar year unless an extension is granted in writing by the Board.
- e. The Offeror will consult with Risk and Benefits Management on any problems involved with the administration of the SIP or with the Board on any problems involved with the Plan. Such consultation may include, but is not limited to, the following areas:
 - i. Review administrative procedural adjustments including collecting and accounting procedures, allocation of expenses and the periodic review of benefit payments by the claim administrator for the Plan at the office of the claim administrator.
 - ii. Review administrative procedure and accounting procedures, including the allocation of expenses for the SIP. Such review may require a periodic review of SIP claim files.
 - iii. Liaison with claim administrator regarding claim administration of the Plan.
 - iv. Assist with periodic progress and plan activity reports for the SIP and/or the Plan.
 - v. Assist Employee Benefits staff with the impact of proposed or passed state and federal legislation to the Plan.
 - vi. Attend conferences and Board meetings at the request of the Director of Risk and Benefits Management or the Board.

- f. The Offeror will be required to submit separate invoices for services and charges pertaining to the SIP and the Plan.

(C) **Administration of Program:** The Offeror will consult MHTC's representative regarding any problems involved with the administration of the services provided pursuant to this RFP.

SECTION (3): AGREEMENT REQUIREMENTS

This RFP shall be governed by the following contract provisions. The award of this RFP is subject to a post-award contract. These same contract provisions will appear in the post-award contract. If the parties are unable to agree to terms in the post-award contract, MHTC shall reserve the right to cancel the award of the RFP and contract and select a different offeror.

- (A) **MHTC's Representative:** MoDOT's Risk and Benefits Management Director is designated as MHTC's representative for the purpose of administering the provisions of the Agreement as defined in Paragraph (E) of this section. MHTC's representative may designate by written notice other persons having the authority to act on behalf of MHTC in furtherance of the performance of the Agreement. The Offeror shall fully coordinate its activities for MHTC with those of the Risk and Benefits Management. As the work of the Offeror progresses, advice and information on matters covered by the Agreement shall be made available by the Offeror to the Risk and Benefits Management throughout the effective period of the Agreement.
- (B) **Release to Public:** No material or reports prepared by the Offeror shall be released to the public without the prior consent of MHTC's representative.
- (C) **Assignment:** The Offeror shall not assign or delegate any interest, and shall not transfer any interest in the services to be provided (whether by assignment, delegation, or novation) without the prior written consent of MHTC's representative.
- (D) **Status as Independent Contractor:** The Offeror represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be an employee of MHTC or MoDOT. Therefore, the Offeror shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, or other such benefits or obligations.
- (E) **Components of Agreement:** The Agreement between MHTC and the Offeror shall consist of: the RFP and any written amendments thereto, the Standard Solicitation Provisions, the proposal submitted by the Offeror in the response to the RFP and the post-award contract agreement signed between the parties. However, MHTC reserves the right to clarify any relationship in writing and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Offeror's proposal. The Offeror is cautioned that its proposal shall be subject to acceptance by MHTC without further clarification.
- (F) **Amendments:** Any change in the Agreement, whether by modification or supplementation, must be accompanied by a formal contract amendment signed and approved by the duly authorized representative of the Offeror and MHTC.

(G) DBE/WBE Participation Encouraged:

1. Bidders are encouraged to submit copies of existing affirmative action programs, if any. Bidders are also encouraged to directly hire minorities and women as direct employees of the bidder. MHTC reserves the right to consider the use of minority and female employee when making the award of the Agreement.
2. Regardless of which persons or firms, if any, that the Offeror may use as subcontractors, subofferors, or suppliers of goods or services for the services to be provided, the Offeror ultimately remains responsible and liable to MHTC for the complete, accurate and professional quality/performance of these services.

(H) Nondiscrimination: The Offeror shall comply with all state and federal statutes applicable to the Offeror relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).

(I) Executive Order: The Offeror shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

1. By signing this Agreement, the Offeror hereby certifies that any employee of the Offeror assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law.
2. In the event the Offeror fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the Offeror has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.

(J) Incorporation of Provisions: The Offeror shall include the provisions of Section (3), paragraph I of this Agreement in every subcontract. The Offeror shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

(K) Prohibition of Employment Of Unauthorized Aliens: The Offeror must affirm its enrollment and participation in a federal work authorization program with respect to the

employees proposed to work in connection with the services requested herein by:

1. submitting a completed, notarized copy of EXHIBIT F, AFFIDAVIT OF WORK AUTHORIZATION and
2. providing documentation affirming the Offeror's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of **completed** copy of the E-Verify Memorandum of Understanding (MOU). For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is available at http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm.

- (L) **Bankruptcy:** Upon filing for any bankruptcy or insolvency proceeding by or against the Offeror, whether voluntarily, or upon the appointment of a receiver, Offeror, or assignee, for the benefit of creditors, MHTC reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Offeror responsible for damages.
- (M) **Law of Missouri to Govern:** The Agreement shall be construed according to the laws of the state of Missouri. The Offeror shall comply with all local, state and federal laws and regulations relating to the performance of the Agreement.
- (N) **Cancellation:** MHTC may cancel the Agreement at any time by providing the Offeror with written notice of cancellation. Should MHTC exercise its right to cancel the Agreement for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Offeror.
- (O) **Venue:** No action may be brought by either party concerning any matter, thing or dispute arising out of or relating to the terms, performance, nonperformance or otherwise of the Agreement except in the Circuit Court of Cole County, Missouri. The parties agree that the Agreement is entered into at Jefferson City, Missouri, and substantial elements of its performance will take place at or be delivered to Jefferson City, Missouri, by reason of which the Offeror consents to venue of any action against it in Cole County, Missouri.
- (P) **Ownership of Reports:** All documents, reports, exhibits, etc. produced by the Offeror at the direction of MHTC's representative and information supplied by MHTC's representative shall remain the property of MHTC.
- (Q) **Confidentiality:** The Offeror shall not disclose to third parties confidential factual matters provided by MHTC's representative except as may be required by statute,

ordinance, or order of court, or as authorized by MHTC's representative. The Offeror shall notify MHTC immediately of any request for such information.

- (R) **Nonsolicitation:** The Offeror warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Offeror, to solicit or secure the Agreement, and that it has not paid or agreed to pay any percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Agreement. For breach or violation of this warranty, MHTC shall have the right to annul the Agreement without liability, or in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.
- (S) **Conflict of Interest:** The Offeror covenants that it presently has no actual conflict of interest or appearance of conflict of interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services under this Agreement. The Offeror further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in this Agreement.
- (T) **Maintain Papers:** The Offeror must maintain all working papers and records relating to the Agreement. These records must be made available at all reasonable times at no charge to MHTC and/or the Missouri State Auditor during the term of the Agreement and any extension thereof, and for three (3) years from the date of final payment made under the Agreement.
 - 1. MHTC's representative shall have the right to reproduce and/or use any products derived from the Offeror's work without payment of any royalties, fees, etc.
 - 2. MHTC's representative shall at all times have the right to audit any and all records pertaining to the services.
- (U) **Indemnification:** The Offeror shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Offeror's performance of its obligations under this Agreement.

**SECTION (4):
PROPOSAL SUBMISSION INFORMATION**

(A) SUBMISSION OF PROPOSALS

1. **Pricing and Signature:** Proposals should be priced, signed and returned (with necessary attachments) to Ms. Leann Kottwitz as provided in this RFP. Specifically, any form containing a signature line in this RFP and any amendments, pricing pages, etc., must be manually signed and returned as part of the proposal.
2. **Submission of All Data Required:** The Offeror must respond to this RFP by submitting all data required in paragraph (B) below for its proposal to be evaluated and considered for award. Failure to submit such data may be deemed sufficient cause for disqualification of a proposal from further consideration.
3. **Public Inspection:** The Offeror is hereby advised that all proposals and the information contained in or related thereto shall be open to public inspection and that MHTC does not guarantee nor assume any responsibility whatsoever in the event that such information is used or copied by individual person(s) or organization. Therefore, the Offeror must submit its proposal based on such conditions without reservations.

(B) REQUIRED ELEMENTS OF PROPOSAL

1. **Experience.** The proposal must clearly identify the Offeror's experience in offering the services requested in this RFP during the past three (3) years. The description should include a list of the agencies which your institution has served or currently serves.
2. **Personnel.** Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the Offeror. Information presented in this section should highlight the previous Offeror experience, as well as any work with other state agencies or local governments in Missouri. Offeror must furnish a complete listing of each subOfferor, if any, and complete contact information for that subOfferor.
3. **References.** Proposals should indicate the name, title and telephone number of at least three officials of clients within the past three years.

(C) EVALUATION CRITERIA AND PROCESS

1. **Evaluation Factors:** Any agreement for services resulting from this RFP shall be awarded to the Offeror providing the best proposal to MHTC. After determining

responsiveness, proposals will be evaluated in accordance with the following criteria:

- | | |
|--|----------------|
| (a) Experience, expertise and reliability; | 40pts. Maximum |
| (b) Proposed Method of Performance; | 20pts Maximum |
| (c) Cost, Fees and Expenses; | 40pts Maximum |

After an initial screening process, a technical question and answer conference interview or oral presentation may be conducted, if deemed necessary, to clarify or verify the Offeror's proposal and to develop a comprehensive assessment of the proposal.

2. **Historic Information:** MHTC reserves the right to consider historic information and facts, whether gained from the Offeror's proposal, question and answer conferences, references, or other sources, in the evaluation process.
3. **Responsibility to Submit Information:** The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories and that MHTC's representative is under no obligation to solicit such information if it is not included with the Offeror's proposal. Failure of the Offeror to submit such information may cause an adverse impact on the evaluation of the Offeror's proposal.

(D) PRICING

1. **Fee Schedule:** The Offeror must submit a proposed fee for all services defined in the Scope of Work. This fee must be shown on Section (5), Price Page, of this proposal which must be completed, signed and returned with the Offeror's proposal.

(E) OFFEROR'S EXPERIENCE, EXPERTISE AND RELIABILITY:

(1) Experience and reliability of the Offeror's organization is considered in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to previous actuarial studies of self-insurance programs and previous audits of life insurance and medical benefits programs.

(2) The Offeror should provide the following information related to previous and current contracts, which are considered identical or similar to the requirements of this RFP.

a. Name, address and telephone number of contracting agency and a contact person who may be contacted for verification of all data submitted.

b. Dates of the Contract.

c. A brief, written description of the specific prior services performed and requirements thereof.

(3) The above information may be shown on the form attached as EXHIBIT A to this RFP or in a similar manner.

(4) The qualifications (expertise) of the personnel proposed by the Offeror to perform the requirements of the RFP will be considered in the evaluation. Therefore, the Offeror should submit detailed information related to the expertise and qualification of the staff proposed.

(5) The Offeror should provide a resume including referenced detailing educational qualifications and previous work assignments as may relate to this RFP for key personnel to be assigned to the project.

(6) If the staff is not yet hired, the Offeror should provide:

a. detailed descriptions of the required employment qualifications, and

b. detailed job descriptions of the positions to be filled, including the type of individuals proposed to be hired.

(F) PROPOSED METHOD OF PERFORMANCE:

(1) Proposals will be evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Since the evaluators have already read the Scope of Work as described in the RFP, it is not necessary for the Offeror to repeat the exact RFP language, or to present a paraphrased version, as an original idea for a technical approach.

(2) The Offeror should present a written narrative which demonstrates the method or manner in which the offeror proposes to satisfy the requirement of the Scope of Work. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of proposed action.

(3) The method by which the proposed method of performance is written is left to the discretion of the Offeror. However, the following method is recommended:

On plain white paper, identify each specific paragraph and subparagraph of the Scope of Work (see Section Two) by paragraph and page number as an item for discussion. Immediately below these numbers, write a description of how, when, by whom, with, what, to

what degree, why, where, etc., the requirement will be satisfied. The description should include the number of employee hours to be devoted to each area.

AS AN EXAMPLE:

Discussion Item: Paragraph _____, Page _____

In this space describe who will be providing the service, specifics about the service, how the task will be accomplished, what direction will the service take, how often it will be provided, who will provide it, etc. Also, describe any other information you can possibly think of related to this requirement.

Discussion Item: Paragraph _____, Page _____

In this space provide a specific description of how this requirement will be met, who will do it, criteria for it, the goals and objectives of it, etc.

(4) The Offeror should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The relationship of the project leader to management and to support personnel should be clearly illustrated.

**SECTION (5):
PRICE PAGE**

(A) **FEE SCHEDULE:** The Offeror shall indicate below all fees for providing services in accordance with the provisions and requirements stated herein:

<u>SERVICE</u>		<u>FIRM FIXED PRICE</u>		
		1st Yr	2nd Yr.	3rd Yr.
a.	SIP Annual Actuarial Valuation	_____	_____	_____
b.	Plan Annual Actuarial Valuation	_____	_____	_____
c.	Plan Semi-annual Actuarial Valuation	_____	_____	_____
d.	Consultant Services/per hour	_____	_____	_____
e.	Plan GASB 45 Post-Employment Review (if necessary)	_____	_____	_____

In the event that the Board executes its option to renew the contract for two (2) additional one year periods pursuant to the applicable provisions in Part Three of this document, the offeror should provide below the maximum percentage of increase or minimum percentages of decrease for each renewal period. The offeror is cautioned that the percentages shall be computed against the **First Year** contract price for each renewal period. If the following blanks are not complete, prices during renewal periods shall be the same during the original contract period.

Furthermore, the offeror is advised that the Board does not automatically grant increases at the time of renewing the contract and that if an increase is requested, documentation of need must be provided at the time of renewal.

(pricing page continued)

SERVICE

a. **SIP Annual Actuarial Valuation**

First Renewal Period __% OF MAXIMUM INCREASE
AND/OR
 __% OF MINIMUM DECREASE

Second Renewal Period __% OF MAXIMUM INCREASE
AND/OR
 __% OF MINIMUM DECREASE

b. **Plan Annual Actuarial Valuation**

First Renewal Period __% OF MAXIMUM INCREASE
AND/OR
 __% OF MINIMUM DECREASE

Second Renewal Period __% OF MAXIMUM INCREASE
AND/OR
 __% OF MINIMUM DECREASE

c. **Plan Semi-annual Actuarial Valuation**

First Renewal Period __% OF MAXIMUM INCREASE
AND/OR
 __% OF MINIMUM DECREASE

(pricing page continued)

Second Renewal Period ___ % OF MAXIMUM INCREASE
AND/OR
___ % OF MINIMUM DECREASE

d. **Consultant Services**

First Renewal Period ___ % OF MAXIMUM INCREASE
AND/OR
___ % OF MINIMUM DECREASE

Second Renewal Period ___ % OF MAXIMUM INCREASE
AND/OR
___ % OF MINIMUM DECREASE

e. **GASB 45**

First Renewal Period ___ % OF MAXIMUM INCREASE
AND/OR
___ % OF MINIMUM DECREASE

Second Renewal Period ___ % OF MAXIMUM INCREASE
AND/OR
___ % OF MINIMUM DECREASE

(pricing page continued)

Any applicable cap on out-of-pocket expense also should be noted.

- (B) **EXPENSES:** List the nature of expenses for which reimbursement would be sought and the estimated amount of such expenses.

Expenses	Estimated Amount
Miscellaneous (list-attach additional sheet if needed)	
Total	

(Name & Title)

(Date)

EXHIBIT A

(Duplicate this page if necessary)

FIRM'S PRIOR EXPERIENCE

PRIOR SERVICES PERFORMED FOR:

Address _____

City _____ State _____ Zip _____

Person familiar with Performance _____

Title _____ Telephone _____

Description of Prior Services Performed:

Contract Period: From: _____ To: _____

Summary of Services Performed:

PRIOR SERVICES PERFORMED FOR:

Address _____

City _____ State _____ Zip _____

Person familiar with Performance _____

Title _____ Telephone _____

Description of Prior Services Performed:

Contract Period: From: _____ To: _____

Summary of Services Performed:

(for joint ventures, a separate affidavit is required for each business entity)

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____, 20____, before me appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, deposed as follows:

My name is _____, and I am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the state to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities:

I am the _____ of _____, and I am duly authorized, directed, and/or
title business name
empowered to act officially and properly on behalf of this business entity.

I hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify information (employment eligibility) of newly hired employees working in connection to work under the within state contract agreement with the Missouri Highways and Transportation Commission (MHTC). I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

In addition, I hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection to work under the within state contract agreement with MHTC, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

I am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

I acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Affiant Signature

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My commission expires:

[documentation of enrollment/participation in a federal work authorization program attached]